



# FREQUENTLY ASKED QUESTIONS

Here are answers to some questions that volunteers commonly ask. The Junior Achievement Training Guide contains an FAQ sheet that is also a useful tool. (Consult your printed version or visit [www.jasandiego.org](http://www.jasandiego.org).)

Flexibility is a key factor of CityStuff's success. Each volunteer-teacher-classroom situation is unique. Using the provided materials and guidelines, volunteers are encouraged to use their creativity in conducting the activities. Remember, if you're having a good time, the students will, too. **Good luck and have fun!**

## WHAT SHOULD I DO BEFORE MY FIRST CLASS?

We suggest you take the following steps:

### Contact your teacher ...

Call your teacher to determine a schedule that works well for your hourly CityStuff sessions. (Typically, you will conduct one session per week, usually on the same day and time. You and your teacher are free to choose a different schedule – for example, twice a week for three weeks – that works best for both of you.)

Notify your teacher that the last class involves a field trip. Strongly encourage your teacher to bring the students to the Council Chambers and to invite parents to attend the mock meeting. Stress that Council Chambers reservations (your responsibility) and transportation arrangements (the teacher's responsibility) should be made as soon as possible.

### Review your materials ...

Take a good look at all Junior Achievement and City of Carlsbad materials.

Set aside any superfluous J.A. materials you may have, including graduation certificates. You will go directly from J.A. Lessons 1-4, or J.A. Lessons 1-3 and 5, to CityStuff Lessons 5 and 6.

Read the guides. Familiarize yourself with the general outline of classes. Plan to lay out and study each activity in detail a day or two before presenting it in class.

Study the City of Carlsbad Addendum. The Addendum describes how to infuse the J.A. lessons with City information.

Make sure you have the required amount of every item. If not, see below.

## WHAT SHOULD I DO IF I AM MISSING MATERIALS?

If you are missing one or two pieces of a printable item and you have access to a computer and printer, click on "Materials" on the CityStuff website (visit [www.carlsbadca.gov/chall/citystuff](http://www.carlsbadca.gov/chall/citystuff)) and scroll to the item.

If you are missing books, pencils or cannot access the PDF(s) on the website, contact the appropriate person:

J.A. Materials: Elyssa Jeter 619-682-5155 or [ejeter@jasandiego.org](mailto:ejeter@jasandiego.org)

City Materials: Kathy Siemion, 760-436-0140 or [citystuff1@gmail.com](mailto:citystuff1@gmail.com)

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### **DO I NEED A TB TEST? WHERE DO I GET IT?**

Yes. Every school requires that people who serve in the classroom have a current TB test. You should present the test results certificate to the school office before your first visit to the classroom. Keep a copy of the certificate for your files.

City employees are eligible for free TB tests at a designated facility. Contact Human Resources.

Non-City employees should contact their health provider.

Anyone can visit North County Health Services in downtown Carlsbad. Call 760-720-7766 for location, directions, hours and cost.

### **WHEN SHOULD I DISTRIBUTE THE BOOKS?**

Familiarize yourself with the contents of the two CityStuff books. Then, use them in the following ways and/or be inventive. If you devise a fun activity, please share it with us.

#### **Fast Facts 101**

We suggest that you give out the Fast Facts 101 books at your first session. See the Addendum for a suggested ongoing activity. After the curriculum ends, encourage students to take the book home and share it with their family.

#### **Carlsbad Becomes a City**

This booklet is part of Lesson 5. After the lesson, encourage the students to take the book home and share it with their family.

### **SHOULD I DISPLAY THE CITY COUNCIL PHOTO CHART AT EVERY SESSION?**

Yes. Visuals are a great way to reinforce learning. (Your teacher may be willing to display the City Council Photo chart – and other CityStuff items – for the duration of the sessions.) When your students visit City Hall/ Council Chambers, they may very well meet one or more of the people whose pictures are displayed.

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### **HOW DO I ARRANGE FOR A GUEST APPEARANCE IN MY CLASSROOM?**

Guest appearances can make CityStuff lessons come to life, especially when the guest's profession relates to the activity – such a reporter appearing at the newspaper class or a restaurant manager appearing at the restaurant class. City of Carlsbad staff (for example, the Fire Marshal, a Police K-9 team, a Children's Librarian) may be available. People from children-oriented organizations (such as Legoland) can also appear.

Start with your own contacts. Ask the manager of a restaurant or grocery store in the vicinity of your school to appear. Often, these people can bring menus or store flyers, etc.

If you would like help arranging a visit by a City employee, contact Kathy Siemion, 760-436-0140 or [citystuff1@gmail.com](mailto:citystuff1@gmail.com).

If you would like help arranging for a visit by a reporter or someone from the business community, contact Kathy Siemion at 760-436-0140 or [citystuff1@gmail.com](mailto:citystuff1@gmail.com).

Hint: The best time for a visitor to appear is during the latter half of the session. Make sure you clear the appearance beforehand with the teacher and that day with the school office.

### **HOW DO I RESERVE THE COUNCIL CHAMBERS FOR MY MOCK MEETING?**

Please refer to the Mock Council information sheet in your packet for full details. All volunteers – both City employees and non-City volunteers – MUST follow a prescribed process. City employees can check GroupWise for availability, but SHOULD NOT reserve the Chambers on their own. Everyone MUST make an appointment in the following way:

You will be provided with a schedule of available dates to discuss with your teacher. Choose two dates and times. We allow one hour for each class to complete the mock meeting and graduation activities.

Email Kathy at [citystuff1@gmail.com](mailto:citystuff1@gmail.com) with your two dates and times as soon as possible.

Before making your reservation, please make sure in advance that the selected day and time will work. With 60+ classes, last-minute changes can wreak havoc.

If you must make a change or cancel, let Kathy Siemion know ASAP.

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### **WILL A COUNCIL MEMBER APPEAR AT MY MOCK MEETING?**

The five City Council members are fully in support of CityStuff and relish the opportunity to appear at mock meetings; speaking to the students, graciously answering questions and handing out graduation certificates. Since they have many responsibilities, it is unrealistic to expect each of them to attend more than one dozen meetings.

If a Council member will attend your mock meeting, we will let you know. Please do not assure your students that a Council member will be at your class. Sometimes, emergency meetings occur and a Council member will have to decline at the last minute.

**NEVER CONTACT A COUNCIL MEMBER DIRECTLY.** Kathy Siemion works with Council Executive Assistant Marilyn Strong to make all arrangements.

If a Council member cannot attend your mock meeting, we will strive to arrange a visit by another City official; often a person whose position is represented in the script.

City employees can invite a colleague or supervisor to appear. Other options include your school principal or other company guest.

For more information and assistance, contact Kathy Siemion at 760-436-0140 or [citystuff1@gmail.com](mailto:citystuff1@gmail.com).

### **WHAT ELSE SHOULD I KNOW BEFORE I CONDUCT A MOCK MEETING?**

A Council Chambers orientation is now included in the CityStuff training.

If you are unable to take part or need further orientation on the basics – obtaining the key, turning on and off the lights and microphones, locating who sits where, maintaining proper classroom decorum, etc. – contact Kathy Siemion at 760-436-0140 or [citystuff1@gmail.com](mailto:citystuff1@gmail.com).

Before escorting your students into Council Chambers, make sure their hands are clean. Do not bring pens, pencils, food or beverages into Council Chambers. Please make sure the children take care with the microphones, and also please make sure the room is left in proper condition. Before leaving Council Chambers be sure the microphones and lights are turned off, and the key returned to City Hall.

### **HOW ABOUT PICNICS AND CITY HALL TOURS?**

Classes are encouraged to celebrate the final day with a picnic. Feel free to use the area with picnic tables outside the Council Chambers, making sure you clean up afterwards. Some volunteers take their classes to Holiday Park, just a couple blocks away. You are also invited to take the students on a tour of City Hall. Please make sure they understand that people are working in their offices and that they must use their inside voices.

### **WHAT SHOULD I DO IF I CANNOT MAKE IT TO MY CLASS ONE DAY?**

Call your teacher right away to apprise him/her and to reschedule.

If an emergency forces you to withdraw from the program, let us know as soon as you can so we can find a replacement. Return your kits to Kathy Siemion in care of City Hall right away.

Please remember that each of you serves as a CityStuff ambassador. The ongoing success of the program is dependent upon the fulfillment of each volunteer's commitment to his/her classroom.